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Comptroller

Finance Division

Request for Increase in

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1. In our last general request for increased Table of Organization submitted 26 February 1951, we asked only for employees to meet the estimated minimum needs of the volume level at January 1951. We did not request provision for future increases because it would not appear we could safely absorb more new employees at that time. We believed approval of provisions therein requested would later permit a more accurate estimate of future needs. We feel we are now in a position to state accurately the increased need at this time and to estimate further needs. [redacted] ~~provided there is no unforeseen major increase or decrease in operations.~~

2. The need for additional employees divides into 4 categories. They are (a) to provide for normal expansion of the workload as a result of increased operations in OSO, OFC, and other offices; (b) to provide for expanded service in the Monetary Branch; (c) to provide for the audit of proprietary projects, and (d) to provide for an anticipated major expansion in the requirements for industrial audit (procurement, and research and development contracts).

3. Except for four clerical jobs, the need for which has been demonstrated within the past several months, the requested increase to meet the demands of the normal expansion of operations results in 17 IA positions for present needs, and 10 IA positions for further needs in the Fiscal Year 1952. These positions listed on the new proposed T/O are identified as "a-1" for current needs, and "a-2" for further needs in the fiscal year.

4. The desired expansion of service in the Monetary Branch was the subject of a memorandum to the Comptroller dated 27 August 1951. These three positions are identified on the new proposed T/O by the letter "b".

5. The requirement for the activation of a unit to audit proprietary project accounts is estimated to be 10 positions in order to properly perform this function. We believe this estimate is in excess of the actual requirements to service existing accounts if such were now current, however there is a backlog of more than one year's work with the result that some accounts which could normally be processed in a few days will require a minimum of several weeks. Accordingly, we urgently request approval of 10 positions at this time with the understanding that when this work is made current some of the positions may be eliminated unless the volume of such accounts increases in the interim to a point which would require 10 or more positions. This entire matter is now under consideration by the Comptroller's office and we do not believe we should delay this request

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until a decision is made with respect to the exact specifications which will govern this proprietary audit function. The positions requested are identified on the new proposed T/O by the letter "c".

6. The Procurement Office advises that a total of 200 contracts will have been executed in the near future. Assuming that the average percentage of the increased contracts provide for cost-plus-fixed-fee or provide for price renegotiation, a minimum of 17 additional employees will be required to service this new business. Of this number we recommend the

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requested for this work are identified on the new proposed T/O by the letter "d".

7. In addition to increased personnel, it is requested that our new T/O reflect the following organizational changes which have been temporarily established upon the recommendation of [REDACTED]

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[REDACTED] and with the approval of the Comptroller. They are (a) transfer of [REDACTED] to the Monetary Branch, (b) transfer of the [REDACTED] to the Monetary Branch for administrative supervision, since this unit comprised of the Insurance Office and Credit Union handles substantial cashier business. Technical direction and control of this unit will, of course, remain with Insurance and Credit Union Association officials; (c) establishment of positions in [REDACTED] as described above.

8. Attached is the proposed T/O which reflects all of the changes and increases requested above. Each change is explained by footnote. The present T/O is shown for comparative purposes. We request approval of the new Table of Organization as listed, with authority to recruit personnel at the earliest possible date.

Separate memo on

[REDACTED]

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Acting Chief, Finance Division

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